



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. **CA-2004-035**  
Expires: 9/30/05

To: Field Managers and DSDs

From: DSD, Support Services Division

Subject: Reorganization Process and Procedures

### **Program Area:** Human Resources

**Purpose:** As we move into an era with an emphasis on performance based budgeting and directed budget allocations, we need to have organization agility in order to align skills and capabilities with workload demands.

This policy outlines the actions required to implement an organizational change.

**Policy/Action:** Field Managers and DSDs should ensure that organizations are carefully planned, structured, and blended with the skills and assignment of employees to successfully carry out the organization's mission or program with efficiency and effectiveness. The process and procedures identified in the attachment are to be followed when there is a need to reorganize an organization.

**Definition:** An organizational change is any change in the basic function(s), reporting relationship(s), title(s) or hierarchy within an organization or across multiple organizations.

**Background:** Sound position management reflects a logical balance between employees needed to carry out the major functions of the organization and those needed to provide adequate support; between professional employees and technicians; between fully trained employees and trainees; and between supervisors and subordinates.

Over the last few years, a variety of methods and packages have been submitted to implement an organizational change. Using the attached process and procedures will provide a consistent approach to achieving an effective structure.

**Contact:** If you have any questions regarding this policy, please contact Federica Lee at 916-978-4468.

Signed by:  
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DSD, Support Services

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Attachment  
Reorganization Process and Procedures (1 pg.)